

Bureau of Motor Vehicles

Dealer and Agent Services

To: All Municipalities
From: Garry Hinkley, Director of Vehicle Services
Date: Wednesday, December 6, 2012
Subject: Municipal Agent Registration Training for the Period of February 2013 to November 2013

We are please to announce our updated training schedules through November 2013. Please review the attached schedule which has been provided to assist your training needs. Please complete the sign-up form below and fax or e-mail to this office prior to the class. All of the class sizes are limited. In consideration of others, please sign up for the class that you are certain you will be able to attend. If circumstances change and you are unable to attend, please notify this office as soon as possible in order that a substitute may attend in your place. You may call this office to verify availability of seats for classes in emergency situations.

The following Motor Vehicle registration training classes will be held on the following dates:

Limited New	February 12, 2013	9:00AM-4:00PM	BMV Main Office, 101 Hospital Street, Augusta
New	February 13, 2013	9:00AM-4:00PM	BMV Main Office, 101 Hospital Street, Augusta
Truck	February 14, 2013	9:00AM- 1:00PM	BMV Main Office, 101 Hospital Street, Augusta
Limited New	March 26, 2013	9:00AM-4:00PM	BMV Main Office, 101 Hospital St, Augusta
New	March 27, 2013	9:00AM-4:00PM	BMV Main Office, 101 Hospital St, Augusta
Truck	March 28, 2013	9:00AM- 1:00PM	BMV Main Office, 101 Hospital St, Augusta
Limited New	April 23, 2013	9:00AM-4:00PM	Lisbon Town Hall, 300 Main St, Lisbon
New	April 24, 2013	9:00AM-4:00PM	Lisbon Town Hall, 300 Main St, Lisbon
Truck	April 25, 2013	9:00AM-1:00PM	Lisbon Town Hall, 300 Main St, Lisbon
Limited New	May 14, 2013	9:00AM-4:00PM	Howland Town Hall, 8 Main St, Howland
New	May 15, 2013	9:00AM-4:00PM	Howland Town Hall, 8 Main St, Howland
Truck	May 16, 2013	9:00AM-1:00PM	Howland Town Hall, 8 Main St, Howland
Limited New	June 18, 2013	9:00AM-4:00PM	Saco City Hall, 300 Main St, Saco
New	June 19, 2013	9:00AM-4:00PM	Saco City Hall, 300 Main St, Saco
Truck	June 20, 2013	9:00AM-1:00PM	Saco City Hall, 300 Main St, Saco
Limited New	July 09, 2013	9:00AM-4:00PM	BMV Main Office, 101 Hospital St, Augusta
New	July 10, 2013	9:00AM-4:00PM	BMV Main Office, 101 Hospital St, Augusta
Truck	July 11, 2013	9:00AM-1:00PM	BMV Main Office, 101 Hospital St, Augusta
Limited New	August 19, 2013	9:00AM-4:00PM	Norway Town Hall, 19 Danforth St, Norway
New	August 20, 2013	9:00AM-4:00PM	Norway Town Hall, 19 Danforth St, Norway
Truck	August 21, 2013	9:00AM-1:00PM	Norway Town Hall, 19 Danforth St, Norway
Limited New	September 10, 2013	9:00AM-4:00PM	Presque Isle City Hall, 12 Second St, Presque Isle
New	September 11, 2013	9:00AM-4:00PM	Presque Isle City Hall, 12 Second St, Presque Isle
Truck	September 12, 2013	9:00AM-1:00PM	Presque Isle City Hall, 12 Second St, Presque Isle
Limited New	October 15, 2013	9:00AM-4:00PM	Trenton Town Hall, 59 Oakpoint Rd, Trenton
New	October 16, 2013	9:00AM-4:00PM	Trenton Town Hall, 59 Oakpoint Rd, Trenton
Truck	October 17, 2013	9:00AM-1:00PM	Trenton Town Hall, 59 Oakpoint Rd, Trenton

Limited New	November 19, 2013	9:00AM-4:00PM	BMV Main Office, 101 Hospital St, Augusta
New	November 20, 2013	9:00AM-4:00PM	BMV Main Office, 101 Hospital St, Augusta
Truck	November 21, 2013	9:00AM-1:00PM	BMV Main Office, 101 Hospital St, Augusta

Please send, fax, or e-mail the sign-up sheet prior to class. Class sizes are limited. If circumstances change and you are unable to attend, please notify this office as soon as possible in order that a substitute may be found to attend in your place. You may call this office to verify availability of seats for classes in emergency situations.

Materials to bring to class: A workbook is provided for the “Limited New” class only. Please bring your Motor Vehicle Procedures Manual to the “New” and “Truck” registration classes.

The Bureau of Motor Vehicles Procedures Training Manual is available on the M.M.A. (Maine Municipal Association) website to view and print. Please use the link provided below to access the most up-to-date manual.

<http://www.memun.org/members/clerk/MotorVehicle/index.htm>

To have access to all of our posted training dates and enrollment forms, we have now provided a link directly on the State of Maine website. <http://www.maine.gov/sos/bmv/DealerAgent/>

A one hour lunch break is provided; however, lunch is not provided so please plan accordingly. Each of our training locations has local restaurants available and within walking distance. The BMV Main Office has a full service cafeteria on-site for you if desired.

Notice: Staff persons who have not attended Motor Vehicle training may not be left alone in the office to process registrations at any level.

Reminder: This office must be notified immediately of any changes in Municipal Agent and/or Tax Collector.

Your Municipality: _____ Phone # _____

Your E-Mail Address: _____

Training Class (please circle each class you want to attend): Limited New New Truck

Date(s) of Class: _____

Name of person attending: _____

Telephone number: 624-9000, ext. 52163

FAX number: 624-9037